

UNITED STATES CIVIL SERVICE COMMISSION

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DEPARTMENTAL CIRCULAR NO. 745

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Correspondence and material transmitted by the Civil Service Commission under the label "For U. S. Government Use Only."

1. For many years the Civil Service Commission has transmitted to the agencies correspondence and material labeled "Confidential" or "Personal and Confidential." In view of the provisions of Executive Order 10501 (Safeguarding Official Information in the Interests of the Defense of the United States), the Commission has discontinued use of the word "Confidential" for this purpose except to describe defense information and material classified as Confidential under Executive Order 10501.
2. Correspondence and material which are not classified under Executive Order 10501 but which are highly confidential are now being transmitted to the agencies by the Commission under the label "For U. S. Government use only." Examples of such correspondence and material are (1) reports of investigations conducted by the Commission under Executive Order 10450 (Security Requirements for Government Employment) and under specific legislative authority, and (2) letters transmitting investigative reports or investigative information. Examples of other material that may bear the designation "For U. S. Government use only" are test materials used by the Commission in conducting civil service examinations, reports of post audit classification surveys, and certificates of eligibles.
3. Information and material from the Commission bearing the label "For U. S. Government use only" must be maintained in confidence and protected from unauthorized disclosure. Envelopes bearing the designation "For U. S. Government use only" ordinarily will not be opened in the mail room or by any person except the addressee, unless certain employees in the mail room or other employees are authorized to open mail containing confidential material.
4. Nothing in this letter should be construed as requiring the same safeguards for information and material labeled "For U. S. Government use only" as are required for information and material classified as confidential under Executive Order 10501.

John W. Macy Jr.

John W. Macy, Jr.
Executive Director